

POLICE LIEUTENANT

DEFINITION

Under direction, to plan, coordinate and supervise the personnel and activities of either the Operations Division or Support Services Division of the Police Department as assigned; to assist in planning, directing and supervising the activities of the Police Department; to provide responsible technical and administrative support to the Chief of Police and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a management classification and incumbents receive only general direction from the Chief of Police. Incumbents exercise direct supervision over sworn and non-sworn professional, supervisory, technical and clerical staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Manages all services and activities as a division commander, which may include field operations, investigations, communications, public services and programs, and administration
- Participates in development and administration of the department budget
- Assists in developing, recommending, implementing and administering department policies, procedures and standards of safety
- Interprets and applies provisions of laws, rules and regulations related to the Police Department
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Coordinates the division's work plan; meets with other management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; assists with division scheduling as needed
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement programs, policies and practices; advises and assists subordinates in highly complex criminal and other investigations
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; coordinates and/or directs the implementation of changes.

- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Represents the Police Department to other City departments, elected officials and outside agencies; explains and supports Police Department programs, policies and activities
- Coordinates department activities with other divisions, departments, governmental agencies and outside organizations
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Participates in various professional organizations, and serves on various boards and committees as directed; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Attends required training courses and seminars to stay abreast of new trends and innovations in the field of law enforcement
- Responds to major crime scenes on a 24-hour per day basis; performs law enforcement duties as required, including but not limited to responding to calls to assist officers, serving warrants, apprehending and arresting suspects, conducting preliminary and/or follow-up investigations, reviewing crime reports, and preparing required reports
- Acts on behalf of the Chief of Police as directed

When assigned to Operations Division, incumbent may:

- Serve as Watch Commander and S.W.A.T. Team Commander
- Coordinate and schedule officer training and development activities
- Coordinate the operation of the holding facility
- Oversee traffic enforcement activities
- Ensure all necessary and essential equipment is functioning properly and safely at all times

When assigned to Support Services Division, incumbent may:

- Oversee and participate in the development and implementation of effective crime prevention and educational programs
- Prepare grant applications; administer grant funding
- Coordinate employee programs, including wellness activities
- Coordinate department public relations and public information functions
- Coordinate and/or perform internal affairs investigations
- Coordinate the procurement of department equipment, materials and supplies

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing Police Department activities

- Operational characteristics, services and activities of a comprehensive municipal law enforcement program
- Structure, functions and inter-relationships of state and local law enforcement agencies
- Up-to-date law enforcement procedures; use and maintenance of firearms, automotive, radio and other law enforcement equipment
- The layout of City roads and the locations and characteristics of City neighborhoods
- Public/community relations practices and procedures
- Recent developments, current literature and sources of information related to police science and public safety
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Police Department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures and work standards to ensure provision of effective and efficient municipal law enforcement services
- Coordinating division activities with other City departments and agencies as required
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to program activities
- Interpreting, analyzing, applying and enforcing federal, state and local laws, rules and regulations
- Identifying and responding to community and City Council issues, concerns and needs
- Planning and administering a complex budget; allocating limited resources in a cost-effective manner
- Researching, analyzing and evaluating new service delivery methods, procedures and techniques
- Working under stressful or dangerous conditions, often involving considerable personal risk or risk to others
- Properly using firearms and other work-related equipment
- Preparing clear, concise and logical written and oral reports
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in criminal justice, law enforcement, police science, public or business administration, or related field and

eight (8) years of increasingly responsible experience in a municipal police department, including at least three (3) years of management and administrative experience.

LICENSES AND CERTIFICATES

Valid California driver's license

POST Supervisory Certificate

POST Advanced Certificate

PHYSICAL DEMANDS

Work is performed in an office and field environment and requires driving on surface streets and occasional exposure to traffic hazards, weather conditions, violence, above average noise, working at heights, etc. Requires the mobility to work in an office and field environment. On an intermittent basis, sit at desk or in vehicle for long periods of time; intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift light to moderately heavy weights. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests and driving a motor vehicle. Requires manual dexterity to perform simple grasping and fine manipulation including operating a keyboard; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone or radio.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.